

CLARK COUNTY DEVELOPMENT INSPECTION PRECONSTRUCTION CONFERENCE CHECKLIST

PROJECT NAME: _____

PROJECT #: _____

DATE OF PRECON: _____

INSPECTOR: _____

S/W ORDINANCE: _____

E/C ORDINANCE: _____

STARTUP:

1. ☐ Approved construction plans, utility permits, and traffic control plans are required prior to starting construction. The County reserves the right to add or to modify traffic control requirements as may be necessary to effectively control traffic and to assure public safety.
2. ☐ A construction schedule will be submitted to the inspector at the Preconstruction Conference. Updated schedules will be submitted to reflect changes to the original schedule.
3. ☐ Notify development inspection before starting construction and when restarting construction after a shut down period. Call (360) 397-2499 with notice of one business day.
4. ☐ Notify the One Call Center (1-800-553-4344) for utility locates for construction (2 business days prior).
5. ☐ Financial guarantees for construction performance are to be submitted to 1408 Franklin Street, Development Inspection for review and processing. Financial guarantees* must be consistent with county format and include a detailed cost breakdown. **Financial guarantees can be used to fulfill requirements for plat recording but not for issuance of building permits.**
6. ☐ Preconstruction photos are recommended. Responsibility for damage is that of developer/contractor, unless otherwise demonstrated.
7. ☐ Contact postal service for determination of new mail box placement: Call the growth coordinator at 1-800-275-8777. When existing mail boxes must be moved to accommodate construction, contact the postal carrier to determine the temporary location for the boxes. Accessibility must be maintained at all time.
8. ☐ Construction hours permitted are 7:00 am to 10:00 pm, seven days a week {per Noise ordinance, CCC 9.14.010(3)}.

EROSION CONTROL:

1. ☐ Erosion control shall be properly established, inspected, and approved prior to commencement of clearing work and maintained through out the life of the project with daily maintenance log. Failure to implement and maintain shall result in issuance of a stop work order or citation until corrected. *Name and phone number of assigned personnel for erosion control* _____
2. ☐ Delineation and protection of wetland buffers and other sensitive areas shall be properly established, inspected and approved **prior** to clearing and grubbing.
3. ☐ Dust control shall be implemented as necessary.
4. ☐ Final site erosion control measures shall be in place before provisional acceptance of the subdivision and maintained for the warranty period (perimeter control, soil stabilization, storm drain protection)
5. ☐ Beginning January 1, 2001, all large parcel development activities shall be supervised by an individual certified by the County in erosion and sediment control. Certification must be documented at the time of the Preconstruction Conference. Name of certified individual: _____ Certification #: _____ Date of issue: _____
6. ☐ For projects vested after January 1, 2000, erosion control signage shall be installed at each point of entry for any subdivision or short plat prior to issuance of provisional acceptance. Signs may be purchased from the County at the Customer Service Center.
7. ☐ For projects vested after January 1, 2000, a liability policy or other surety in the amount of \$500,000 must be maintained by the owner constructing erosion control facilities. This policy shall be for financial liability relating to the construction or maintenance of erosion control facilities and shall name Clark County as an additional insured.

STORM SYSTEM:

1. ☐ Storm manholes will be channeled and grouted.
2. ☐ Catch basins will be grouted and the traps installed.
3. ☐ Dry wells will be grouted around all pipes and risers.
4. ☐ A lush stand of grass shall be established before water is introduced into water quality swales. All storm facilities must be functional and operational prior to paving. Vegetation shall be maintained and in good condition as a condition of provisional acceptance. Irrigation may be required.
5. ☐ Pipe will be bedded as necessary and the pipe zone compacted.

6. ☐ All catch basins shall have the appropriate stencil placed on pavement at front of basin. Stencils are available for purchase from Clark County Community Development Planning Counter, 1408 Franklin Street.
7. ☐ All swales and wetlands shall have the appropriate signs placed at proper intervals. Signs are available for purchase from Clark County Community Development Customer Service Center, 1408 Franklin Street.
8. ☐ You must notify your Development Inspector one (1) business day prior to installing any underground storm line. Failure to do so will require video taping the entire storm line at your expense. In addition, all perforated systems will be exposed at locations determined by development inspection to verify correct installation.

TRENCHING:

1. ☐ All trench work shall comply with Washington Department of Labor and Industry Safety Standards.
2. ☐ All trench backfill within the road prism shall be imported gravel backfill from an approved source unless native soils of ASSHTO classification A-1 or A-3 are available on site and identified on approved plans. If native soils are proposed to be used, a **Request for Approval to Use Native Trench Backfill** form* must be completed and submitted for review and approval by the Development Inspection Supervisor **BEFORE USE ON PROJECT.**
3. ☐ All compaction shall comply with WSDOT standards. Test results shall be submitted to Development Inspection and are required as a condition of provisional acceptance.
4. ☐ Prior to paving, the contractor shall submit a completed Clark County Prepaving Checklist* showing that all utility work is complete and accepted by the appropriate agency, including televising of systems, unless otherwise agreed to by the utility purveyor. For HDSD, a pre-paving as built submittal is required.
5. ☐ Prior to joint ditch construction, utilities should be contacted for an on-site meeting to coordinate installation schedule (see attachment). A copy of this schedule is to be provided to the inspector prior to opening the ditch.
6. ☐ Completion of unity trench work is strongly encouraged before provisional acceptance of the project. Unity trench work that follows provisional acceptance may be subject to requirements of CCC 12.20 and may require a County Utility Permit.

EXISTING COUNTY ROADS:

1. ☐ All pavement is to be straight cut prior to paving.
2. ☐ Existing pavement shall be removed as necessary to provide a smooth transition for both ride and drainage.
3. ☐ All utility poles requiring relocation as part of frontage improvements, shall be removed before paving.
4. ☐ Tapers will be adjusted to accommodate existing drive ways.
5. ☐ Road construction signs shall be placed and maintained during the life of the project.
6. ☐ If any County signs need to be relocated, except electrical, call County Maintenance and Operations at 397-2446.
7. ☐ When installing utilities in an existing county road, the road will be restored with cold mix or permanent pavement prior to work continuing onsite. Permanent repaving is required on the first suitable day. Temporary striping will be placed after any paving that results in a change or damage to existing striping.
8. ☐ Affected property owners must be notified of road closures one (1) business day prior to closure.

INTERNAL:

1. ☐ All wheel chair ramps will be constructed with the project. Where the sidewalk ends at the property line, a ramp will be provided to accommodate wheel chair access that meets ADA requirements.
2. ☐ Sidewalks will be constructed with the project where there is an existing house, drainage facility or along roads that do not allow access from lots.
3. ☐ Contractor is responsible for coordinating with appropriate utilities when locate stamps are required on curbs.
4. ☐ Barricades will be placed as required or where deemed necessary due to safety concerns.
5. ☐ Old wells and septic tanks to be sealed by approved state method and proper certificates obtained and a copy submitted to the inspector.

6. ☐ Contractor shall properly dispose of all debris from the project. Landfill or transfer station receipts will be submitted as proof of proper disposal of solid waste material or trash found on site.
7. ☐ Any fencing proposed to be located in county right-of-way must not interfere with signage or sight distance requirements.
8. ☐ Fills on lots must maintain a minimum setback of 4 feet from property lines as per the UBC. Daily reports from Geotech or other qualified soils professional documenting soils work performed and results of testing will be submitted on a weekly basis.
9. ☐ Where the grading activity creates a fill or steep slope in preparation for a building site, a Soils Bearing Capability Report from the Engineer or Geotechnical Engineer is required prior to issuance of a building permit and as a condition of provisional acceptance. Compaction shall meet the requirements of Chapter 33 of the UBC.
10. ☐ Is there anticipated to be excess material? Yes ☐ No ☐ . If yes, was the disposal covered in the SEPA? Yes ☐ No ☐ . If yes, where are the disposal sites _____

If no, a disposal site must be located with an approved SEPA. Copies of grading permits for all proposed disposal sites must be submitted to Development Inspection before use.

MISCELLANEOUS:

1. ☐ Crushed surfacing must be from an approved source. If source is not currently approved, documentation must be supplied indicating material will meet WSDOT specifications.
2. ☐ Two complete sets of "As built" plans (one mylar and one paper), stamped by the engineer, must be submitted to Development Engineering before a final punchlist will be developed or provisional acceptance of the project is issued. As built will show any change in pipe i.e.'s and slope, catch basin and manhole top elevations, drainage swales, location and depth of fills on lots, and any other pertinent information.

REQUIREMENTS FOR PROJECTS #94-028 AND HIGHER:

1. ☐ Maintenance surety* for public transportation and stormwater improvements must be submitted to Development Inspection before provisional acceptance of the project. Surety will be for 2 years and in an amount equal to 10% of the total cost of the project.
2. ☐ An approved street signing and striping plan is required showing the number of signs (stop, finger boards, etc.) and any required paint stripes, buttons, etc. Signing and striping is to be

installed by the County. Costs of signs are approximately \$80. A reimbursable work order must be signed by the developer for billing purposes preferably at the Preconstruction Conference and is a condition of provisional acceptance.

REQUIREMENTS FOR PROJECTS VESTED AFTER 1/1/2000:

1. ☐ Maintenance surety* for public transportation and stormwater improvements must be submitted to Development Inspection prior to provisional acceptance of the project. Surety will be for 2 years. The amount of the surety is calculated by taking 50% of construction cost of stormwater facilities and adding 10% of cost of remaining improvements.

*Note: Visit our web page at www.co.clark.us to download forms and checklists referred to in this Preconstruction Conference Checklist.

COST RECOVERY POLICY/CONTRACTOR AGREEMENT TO PAY:

Clark County Code Chapter 6.110 provides for stormwater and transportation inspection fees for short plats, subdivisions and site plans. These fees cover regular inspection services which are paid by the project developer at the time of engineering plan submittal.

Fees for reinspection and/or for inspection outside of normal working hours are in addition to regular inspection fees and are the responsibility of the project prime contractor. These fees are charged to the project prime contractor on a cost recovery basis.

Any outstanding inspection fees must be paid prior to plat recording for short plats and subdivisions or for issuance of occupancy permit for site plans.

Any outstanding inspection fees must be paid prior to plat recording for short plats and subdivisions or for issuance of occupancy permit for site plans. In cases where a construction performance guarantee has been posted in lieu of completion of improvements, outstanding inspection fees are likewise paid prior to plat recording. However, any additional inspection fees incurred between plat recording and completion of improvements must be paid prior to provisional acceptance or will be recovered out of such performance guarantee and retained by the County at the time of release of the guarantee.

Please refer to the attached "Fee Summary for Stormwater and Transportation Inspection" for more detailed information.

Signature of the prime contractor below constitutes an acknowledgment of receipt of both this Preconstruction Conference Checklist and the Fee Summary referenced above, and an agreement to pay fees associated with reinspection and/or inspection outside of normal working hours in accordance with County Code.

PRIME CONTRACTOR (SIGN & PRINT NAME)

DATE

Billing Address:

Signatures below constitute acknowledgment of receipt of a copy of this Preconstruction Conference Checklist.

DEVELOPER / DEVELOPER REPRESENTATIVE

DATE

DEVELOPER'S ENGINEER

DATE

*Attachment: Fee Summary for Stormwater and Transportation Inspection